

ARMED SECURITY GUARD SPECIFICATIONS TENNESSEE AIR NATIONAL GUARD

1. Armed Security Guard Service at Tennessee Air National Guard (ANG) Bases.

Index/Contract Specifications and Special Requirements

- 1.0 General Guard Requirements
 - 1.1 Air National Guard Bases
 - 1.2 Contractor's On-Site Response Time-Contract Implementation
 - 1.3 Guard Posts and Number of Guards
 - 1.4 McGhee Tyson Air National Guard Base and Memphis Air National Guard Base
 - 1.5 Contractor Requirements
 - 1.6 Defense Force Commander (DFC)
- 2.0 Description of Services
 - 2.0A Sign-In and Sign-Out
 - 2.0B Lunch and Breaks
 - 2.0C Orientation Training
 - 2.0D Replacement and Additional Guards
- 2.1 Armed Guard Requirements
 - 2.1.1 Base Entry Control
 - 2.1.2 Commercial Vehicle Inspections
 - 2.1.3 Security Patrol Duties
 - 2.1.4 Law Enforcement Patrol Duties
 - 2.1.5 Immediate Response Duties
 - 2.1.6 Personnel Access Control Duties
 - 2.1.7 Administrative Duties
 - 2.1.8 Traffic Control Duties
- 2.2 Qualified Armed Guard Requirements
 - 2.2.1 Training, Licensing & Certification Requirements
 - 2.2.2 Pre-Performance Training & Job Knowledge
 - 2.2.3 State Guard Licensing Requirements
 - 2.2.4 Arming Requirements of Contract Personnel
 - 2.2.5 Secondary Use of Force Equipment Requirement
- 2.3 Contractor Furnished Items
 - 2.3.1 Uniform Requirements
 - 2.3.2 Badges
 - 2.3.3 Miscellaneous Equipment Listing
 - 2.3.4 Contractor Vehicle Requirements
 - 2.3.5 Weapon Requirements
 - 2.3.6 Ammunition Requirements
 - 2.3.7 Weapons Maintenance
- 2.4 State Issued Identification Badge

- 2.5 Retrieving Identification Media
- 2.6 Listing of Employees
- 2.7 Reporting Requirements
- 2.8 Incident Reporting
- 2.9 Testifying Responsibilities
- 2.10 Physical Security Work Areas
- 2.11 Duty/Work Areas

- 2.12 Contractor Personnel Background Checks
 - 2.12.1 Wants and Warrants Investigations
 - 2.12.2 NAC and NCIC Requirements

- 2.13 General Information
 - 2.13.1 Place of Performance/Hours of Operation (Shifts)
 - 2.13.2 Privacy Act
 - 2.13.3 Minimum Guard Requirements
 - 2.13.4 Security Guard's Standard of Appearance
 - 2.13.5 Security Guard Mental Demands
 - 2.13.6 Security Guard Physical Demands/Requirements
 - 2.13.7 Medical/Psychological Examinations

- 2.14 Special Provisions
 - 2.14.1 Temporary Removal of Guard Personnel
 - 2.14.2 Permanent Removal of Guard Personnel
 - 2.14.3 Site Manager Requirements
 - 2.14.4 Shift Leader Requirements
 - 2.14.5 Guard Personnel Records

- 3.0 Military and Contractor Requirements
 - 3.1 Land Mobile Radios - State Provided
 - 3.2 Office Space - State Provided
 - 3.3 Computer - Contractor Provided
 - 3.4 Duty Equipment Storage - State Provided
 - 3.5 Parking Space for Contractor's Vehicles - State Provided

1.0 General Guard Requirements:

1.1 Air National Guard Bases. The following Tennessee Air National Guard bases request the Tennessee Military Department establish a contract with a Contractor meeting specifications and terms and conditions for armed security guard services:

- 1.1.1 McGhee Tyson Air National Guard Base, 134 Briscoe Drive, Knoxville, TN 37777
POC: LTC Edward Joyce, 615-741-0445, edward.r.joyce.mil@mail.mil.

- 1.1.2 Berry Field Air National Guard Base, 240 Knapp Blvd, Nashville, TN 37217.
POC: LTC Edward Joyce, 615-741-0445, edward.r.joyce.mil@mail.mil.

1.1.3 Memphis Air National Guard Base, 4593 Swinnea Road, Memphis ANGB, TN 38118-7101.
POC: LTC Edward Joyce, 615-741-0445, edward.r.joyce.mil@mail.mil.

1.2. Contractor's On-Site Response Time-Contract Implementation. Upon award, the Contractor shall provide the names and contact information of its company management personnel, Site Manager and Shift Leaders, to the Air National Guard Defense Force Commander (DFC) for each site. The Contractor's designated personnel shall be required to respond on-site to the DFC or his/her representative within forty-eight (48) hours from the date/time of the request. The forty-eight (48) hours applies to 7 days a week, 365 days a year.

1.3 Guard Posts and Number of Guards:

1.3.1. **Berry Field Air National Guard Base**

- A) One (1) Site Manager, M-F, 8.5 Hours, 42.5 Hours/Week (Includes State and Federal Holidays)
- B) One (1) Shift Leader per shift - Total: 3 Per Day (24/7 Coverage, 3 Shifts)
- C) Guards, See Below: (24/7 Coverage, 3 Shifts)

M-F (including State and Federal holidays): Four (4) Day Shift; Three (3) Evening Shift;
Two (2) Night Shift (261 Days), Total: Nine (9) per day

Sat-Sun (Drill Weekend): Three (3) Day Shift; Two (2) Evening Shift; Two (2) Night Shift.
Estimated twelve (12) Drill weekends consisting of Saturday and Sunday per year (24 days, approx). Total: Seven (7) per day

Sat-Sun (Non-Drill Weekend): Two (2) 1st Shift; Two (2) 2nd Shift; Two (2) 3rd Shift.
Estimated twelve (12) Drill weekends consisting of Saturday and Sunday per year (80 days, approx). Total: Six (6) per day

1.3.2. **McGhee Tyson Air National Guard Base**

- A) One (1) Site Manager, M-F, 8.5 Hours, 42.5 Hours/Week (Includes State and Federal Holidays)
- B) One (1) Shift Leader per shift: Total: 3 Per Day (24/7 Coverage, 3 Shifts)
- C) Two (2) Guards per shift: Total: 6 Per Day (24/7 Coverage, 3 Shifts)

Gate 2 (Refer to paragraph 1.4)

1.3.3 **Memphis Air National Guard Base**

- A) One (1) Site Manager, M-F, 8.5 Hours, 42.5 Hours/Week (Includes State and Federal Holidays)
- B) One (1) Shift Leader per shift: Total: 3 Per Day (24/7 Coverage, 3 Shifts)
- C) Two (2) Guards per shift: Total: 6 Per Day (24/7 Coverage, 3 Shifts)

Gate 2 (Refer to paragraph 1.4)

1.4. The McGhee Tyson and Memphis Air National Guard Bases may require contract service for their Gate 2 only as required; however, the Air National Guard retains the right to request the Contractor to provide contract guards at the price bid and meeting specification requirements.

1.5. Contractor Requirements: Listed below is a list of Contractor requirements in accordance with the solicitation Event's terms, conditions and specifications:

A) Provide Tennessee licensed, certified, and trained uniformed armed Security Guards and Shift Leaders to include weapons, ammunition, and Level IIIA body armor as per AFI 31-101.

B) Provide three (3) Site Managers: one for McGhee Tyson ANGB in Knoxville, TN, one for Berry Field ANGB in Nashville, TN, and one for Memphis ANGB in Memphis, TN.

C) Evidence that each Site Manager has a Department of Defense (DOD) secret (or higher) level security clearance. For more information please go to the following website:
www.clearancejobs.com.

D) Evidence of the Bidder's Company DOD (Department of Defense) Facility Clearance. For more information please go to the following website:
http://www.dss.mil/isp/fac_clear/per_sec_clear_proc_faqs.html

E) Evidence of the Bidder's Company Cage (Commercial and Government Entity) Code. For more information, please go to the following website: <http://www.dlis.dla.mil>

F) Contractor shall provide three (3) vehicles: one for McGhee Tyson ANGB in Knoxville, TN, one for Berry Field ANGB in Nashville, TN, and one for Memphis ANGB in Memphis, TN.

G) Contractor shall provide to the DFC the contact information for the site managers and shift-leaders in writing and upon commencement of the contract.

H) Contractor shall provide a list of all personnel to the facility DFC in writing and upon commencement of the contract.

I) The Contractor shall be required to submit to the DFC within twenty-four (24) hours any management personnel (Site Manager and Shift Leaders) changes.

1.6. Defense Force Commander (DFC). All contract security personnel are located in the DFC functional area of each base. Contract security personnel will assist and be responsible to the DFC or his/her military representative at each base.

2.0. Description of Services. The Contractor shall provide State of Tennessee licensed, certified and trained armed security guards for Base Entry Control (BEC); Commercial Vehicle Inspection (CVI); installation security and law enforcement patrol; response to incidents involving alarms, breaches, potential threats to persons or installation facilities and property, control personnel access to buildings, facilities or areas; facilities, and areas and perform administrative duties, and traffic control as directed by the DFC or his/her military representative.

Specification requirements as written are stated in general generic terms. The lack of and/or omission of detailed specifications does not minimize acceptable levels of service and only the best commercial practices are acceptable. These specifications must be met at each installation.

A) Sign-In and Sign-Out. Security guards will be required to sign in/out on the State provided sign-in/sign-out sheets. The Contractor shall send copies of the sign-in/sign-out sheets daily to the DFC or his/her representative. Each guard must personally sign in/out on the sign-in/sign-out sheet. The contractor's invoiced hours must match hours entered on the sign-in/sign-out sheets. Hourly rate(s) must match line item bid amount(s). Note: The requesting agency shall maintain original sign in/out sheets for a period of seven (7) years.

B) Lunch and Breaks. Post requirements do not allow personnel the flexibility to give up response capability while on lunch or scheduled breaks. Guards shall be allowed relief for their thirty (30) minute lunch and two (2) fifteen (15) minute scheduled breaks, however they shall be required to continue to be armed and on the clock and remain able to respond if needed. This is in accordance with the State of Tennessee, Department of Human Resources, Attendance and Leave Manual, Fixed Post Assignment.

C) Orientation Training. All of the Contractor's contract personnel shall be required to complete a 24 hour (3 day) on-site orientation training prior to assuming a post. The personnel will need to wear comfortable civilian clothes. The clothes will be in good taste with no vulgar or questionable pictures or text. All individuals will need to be in long pants, closed toed shoes and have a long sleeve shirt available in order to cover any exposed skin during training scenarios which involve simunition rounds. It is permitted to wear any combination of the contract approved Contractor provided uniform to the training as long as it meets the criteria of long sleeves, long pants, and closed toed shoes. The on-site training shall be required and shall be at no additional cost to the State. The Contractor shall coordinate the on-site orientation training dates and building locations with each base DFC.

1. The orientation training shall consist of the following:

Day 1:

Time	Location	Title	Description
0800	SF Classroom	Introduction	SF (Security Forces)
0830	SF Classroom	SF Standards of Conduct	PowerPoint Slides 59-74
0930	SF Classroom	Force Protection Conditions	
1000	SF Classroom	Use of Duress Words/Sign Countersign	PowerPoint Slide 114
1030	SF Classroom	Random Anti-Terrorism (RAM) Measures	PowerPoint Slide 115, use Squadron RAM Book as visual
1100	SF Classroom	OPSEC (Operations Security)	PowerPoint Slides 49-58
1130	Lunch Break		
1230	SF Classroom	Weapons Safety	PowerPoint 100-113
1400	SF Classroom	Weapons Issue and Turn In Procedures	PowerPoint 100-113; Practice issue & turn-in using blue weapons
1500	SF Classroom	SF Radio Procedures	PowerPoint Slides 116-126
1530	SF Classroom	Blood Borne Pathogens	PowerPoint Slides 127-146
1630	Training Ends	**Sign Green Log Book**	

Day 2:

Time	Location	Title	Description
0800	SF Classroom	Challenging, Searching, Handcuffing	PowerPoint Slides 234-257
0930	SF Classroom	Use of Force	PowerPoint Slides 258-352
1130	SF Classroom	Use of Force Written Test	Written Test on Use of Force*
1200	Lunch Break		
1300	SF Classroom	Active Shooter	SF Response
1430	TBD	Shoot/No Shoot Practical Scenarios	SIMS Firing at Bldg TBD
1630	Training Ends	<i>**Sign Green Log Book**</i>	

*The Use of Force test is a 25 question multiple choice test which requires a 80% to pass. If the person fails the test, they will receive remedial training the same day and re-tested. If the person is unable to pass the test, they are not qualified to carry a weapon on base and therefore would not be selected for the contract position.

Day 3:

Time	Location	Title	Description
0800	SF Classroom	<i>**Sign Green Log Book**</i>	Barrier Operation, Vehicle Search Procedures, Search and Seizure Review, Etc
1130	Lunch Break		
1230	Main Gate	Base Effective Classroom Practice (ECP)	Practice ECP Scenarios
1630	Training Ends	<i>**Sign Green Log Book**</i>	

2. After thirty (30) days on the job all contract personnel will be required to pass an initial Duty Position Evaluation. The DFC will coordinate with the Contractor for the evaluation for each individual.

The Initial Duty Position Evaluation shall consist of four (4) parts as listed below:

A) Verbal Evaluation consisting of twenty-five (25) questions of subject-knowledge and task-knowledge for working base entry control points. Refer to Day 3, 0800 (Base Entry Control Point Procedures and Responsibilities) training session.

B) Performance Evaluation performed during the normal duty schedule consisting of Go/No Go exercises designed to test individuals on the Subjects covered during the three (3) day orientation training and the initial thirty (30) days of OJT (On the Job Training).

C) Beretta M9 Pistol Performance Evaluation consisting of clearing procedures, operator inspections, function checks, loading, charging/chambering a round, reloading, and immediate actions (failure to fire). Refer to Day 1, 1230 and 1400 training sessions.

D) Verbal Weapons Evaluation will consist of twenty (20) questions and is designed to ensure the individual understands the basic functionality of his/her assigned weapon. Refer to Day 1, 1230 and 1400 (Weapons Safety and Weapons Issue and Turn In Procedures) training sessions.

3. The Recertification Duty Position Evaluation will be conducted every 24 months and be completed by the last day of the anniversary month. The Recertification of Duty Position Evaluation shall consist of four (4) parts as listed below:

A) Verbal Evaluation consisting of 25 questions of subject-knowledge and task-knowledge for working base entry control points. Refer to Day 3, 0800 (Base Entry Control Point Procedures and Responsibilities) training session.

B) Performance Evaluation performed during the normal duty schedule consisting of Go/No Go exercises designed to test individuals on the Subjects covered during the three (3) day orientation training and the initial thirty (30) days of OJT (On the Job Training).

C) Beretta M9 Pistol Performance Evaluation consisting of clearing procedures, operator inspections, function checks, loading, charging/chambering a round, reloading, and immediate actions (failure to fire). Refer to Day 1, 1230 and 1400 training sessions.

D) Verbal Weapons Evaluation will consist of twenty (20) questions and is designed to ensure the individual understands the basic functionality of his/her assigned weapon. Refer to Day 1, 1230 and 1400 (Weapons Safety and Weapons Issue and Turn In Procedures) training sessions.

4. PASS/FAIL REQUIREMENTS:

A. Must score seventy percent (70%) on all verbal evaluations (subject/task knowledge and weapons knowledge).

Note: If a person does not score 70% on test(s), they will receive immediate remedial training and retested on the following workday. If the person fails the test(s)/ on the 2nd attempt, the Contractor will be notified and requested to replace the guard.

B. Must earn a “GO” on all performance evaluation (duty position and weapons).

Note: If a person receives a “No-Go” on Initial/Recertification Duty Position Evaluation, the person will receive immediate training and be re-evaluated no more than 30 days from failure date. If the person fails the Evaluation(s)/ on the 2nd attempt, the Contractor will be notified and requested to replace the guard

D) Replacement and Additional Guards. The Contractor must be prepared to provide, on five (5) calendar days advance notice such replacement and additional number of contractor employees as ordered, qualified and equipped to the same standards as those employees normally providing security guard service at each requesting base. All new or replacement guards will be required to attend the three (3) day orientation training at no additional cost to the State. The Contractor will coordinate the training dates with the base DFC. After initial start and implementation of contract services, any new security personnel assigned to a shift shall be required to work a full shift with an experienced security guard prior to assuming shift authority and responsibilities. Such shift should be the same shift that the employee is expected to be assigned to. The cost of all training is be absorbed by the Contractor.

2.1. Armed Guard Requirements. The Contractor shall provide State of Tennessee certified/trained and licensed armed security guards from the first day of performance through completion of the contract in support of BEC, CVI, Installation Security & Law Enforcement Patrol response to incidents involving breaches potential threats to the persons or installation facilities and property, and alarms involving priority resources located in restricted areas; control personnel access to buildings, facilities or areas;

control access to restricted buildings, facilities, and areas, perform administrative duties, traffic control functions, and duties as directed by the DFC or his/her military representative in accordance with this solicitation Event/Contract and any other mandatory Federal, State, Local, Department of Defense (DOD), and Air National Guard Regulations. In support of their duties, the Contractor must deter, detect and detain, by use of necessary force, trespassers or persons who illegally gain or attempt to gain access to the installation or are suspected of transporting explosive materials or weapons, but shall only detain until law enforcement authorities are available.

2.1.1. Base Entry Control. The Contractor shall provide courteous, timely service continuously while maintaining control of all personnel and vehicles entering the installation in accordance with the local installation plans and policies provided upon award. When required, the Contractor will also control all personnel and vehicles departing the installation in accordance with local installation plans and policies. Entry control requirements will vary according to Force Protection Conditions (FPCON) as determined by the Adjutant General. As a minimum the Contractor will be required to provide the following services:

- A) Perform checks of individual DBIDS (Defense Biometrics Identification System)
- B) Perform inspections of commercial vehicles.
- C) Issue visitor passes at entry points.
- D) Direct traffic at gates.
- E) Perform emergency procedures for gate closure.

2.1.2. Commercial Vehicle Inspections. Prior to installation entry, all commercial vehicles shall be inspected to ensure no unauthorized vehicles, personnel, or materials enter the base. Inspections will be conducted in a professional, safe, and courteous manner while maintaining control of all personnel and vehicles during inspection. Vehicle inspection requirements will vary according to FPCON as determined by the Adjutant General .

2.1.2.1. Conduct Inspections of Commercial Vehicles at the designated vehicle inspection point in accordance with DOD guidelines as directed by the Adjutant General and in compliance with state and local laws, rules, and regulations. Inspections include, but are not limited to, the interior of the vehicle cab, bed/box, trunk, trailer, under the hood, and underside of the vehicle.

2.1.2.2. Inspection of Equipment. Inspections include the use of various State furnished equipment such as mirrors, hand held explosive detectors, X-ray units and under vehicle surveillance systems as approved by the Adjutant General.

2.1.3. Security Patrol Duties. Contract guards shall patrol buildings, facilities and areas to prevent theft or damage to government property. Guards shall patrol installation perimeters to detect faulty fences or detection equipment and evidence of trespassing violations. Guards shall check locks, alarms, fences, gates, or detection equipment and evidence of locked or open and unlocked, depending on time of day and the conditions that apply. The guard shall notify supervisor and DFC upon detection of trespassers. The guard shall detain and apprehend the individuals if possible, using force if necessary. The guards shall respond to violation and duress alarms. The guards shall assure that physical barriers and signs are in place and properly maintained. The guards shall participate in disaster and riot control situations, and perform first responder first aid. The guards shall report safety hazards and unsafe working conditions to their supervisor.

2.1.4. Other Patrol Duties. Guards shall patrol the installation on foot or in vehicles; respond to alarms, irregularities and unusual or suspicious circumstances; and investigate the incidents to include interviewing suspects or complainants, and obtaining statements. The guards shall assist in traffic management and contact law enforcement authorities when the situation requires such, including those situations related to speed, reckless and drunken driving. The guards shall operate electronic equipment as required for assigned duties.

2.1.5. Immediate Response Duties. The Contractor shall provide immediate response to incidents involving security breaches, potential threats to persons or installation facilities and property, and alarms involving priority alarms located in restricted areas. The guards shall respond to incidents individually or as a member of an alarm/ security response team. The guards shall provide other responding personnel with an assessment of the situation and background information as required. The guards shall establish surveillance over the area around, approaches to, and activity within the affected area. The guards shall assess or participate with team members in assessing and determining whether hostile or non-hostile action is involved. The guards shall detain and/or apprehend security violators and employ/implement search procedures when emergency measures are required and law enforcement authorities are not immediately available. The guards shall implement security reporting and alerting notification procedures. The guards shall inform their supervisor and central security control/law enforcement desk of any change or reduction in the capability of securing safeguards/physical security aids such as lighting, signs, fencing, barriers, sensors, alarms and locks. The guards shall employ the Joint Force Headquarters (JFHQ) TN Use of Force and rules of engagement. The DFC will provide the Contractor with the JFHQ's Use of Force Policy and Rules of Engagement.

2.1.6. Personnel Access Control Duties. The guards shall monitor the identification of persons entering the buildings, facilities or areas. The guards shall issue visitor passes or deny entrance to persons without the proper identification. The guards shall respond to inquiries of persons asking for directions or general information. The guards shall maintain sign-in and sign-out lists if required. The guards shall refer individuals without proper identification to the appropriate military supervisor.

2.1.7. Administrative Duties. The guards shall enter information into records and update logbooks and event logs. The guards shall prepare written reports of unusual occurrences, incidents, or conditions and any security violations found during patrols. The guards shall assist in the preparation of accident and incident reports and/or other related reports and forms as necessary.

2.1.8. Traffic Control Duties. The guards shall perform traffic control duties to include establishing cordons in areas around buildings or facilities affected by bomb threats or other emergencies. The guards shall direct responding fire and emergency vehicles. The guards shall direct traffic at designated control points.

2.2. Qualified Armed Guard Requirements:

2.2.1. Training, Licensing & Certification Requirements. The Contractor shall meet all training, licensing and certification requirements as identified in supporting sub-paragraphs:

2.2.2. Pre-Performance Training & Job Knowledge. The Contractor shall provide all pre-performance training and is responsible for all associated expenses to include, but not limited to, state fees, license fees, and certification fees. A reasonable degree of proficiency and knowledge of the specific security

guard requirements identified in paragraph 2.1 are required under this contract. The Contractor employees shall meet security guard licensing requirements for the State of Tennessee. Application of Federal immunity from State regulation does not apply.

2.2.3. State Guard Licensing Requirements:

2.2.3.1. State Licensing Requirements. The Contractor shall ensure all security guards possess a current State of Tennessee Armed Guard certification, trained and licensed in accordance with local ordinances and Tennessee Code Annotated (TCA) §62-35-104, §62-35-107, and §62-35-125 to include Less Than Lethal Force Options. Federal immunity from State regulation does not apply.

Note: The guards shall possess a state issued TN Armed Security Guard license or a conditional license* in accordance with current state statutes. * The Contractor shall be required to have a minimum of seventy-five percent (75%) licensed armed guards and can have a maximum of twenty-five percent (25%) conditionally licensed armed guards.

2.2.3.2. Licensing of Contractor. The Contractor must possess State of Tennessee certificates and licenses to the extent such certificates and licenses are required to obtain security guard licenses or weapons permits for their employees at the time of bid submittal in accordance with TCA §62-35-101, et. seq. Federal immunity from state regulation does not apply.

2.2.3.3. Security Guard Employment Requirements. All contract security guards used to perform the services of this solicitation Event/Contract must be employed by the contract security guard company shall be licensed by the State of Tennessee, and have in their possession their security guard license while in the performance of their duties.

2.2.4. Arming Requirements of Contract Personnel. The Contractor's armed security guards shall maintain their current Tennessee armed security guard license while assigned to a post during the contract period in accordance with the requirements listed at the following website:
<http://www.tn.gov/regboards/pps/asgoReq.shtml>

The Contractor shall provide the DFC with a copy of the guard's license prior to the scheduled orientation and a copy of the renewed license within one (1) week of the renewal. Currently renewal of the license is required every two (2) years and requires the individual to complete four (4) hours of refresher training and requalify in the use of a firearm by achieving a minimum of seventy percent (70%) on any silhouette target course approved by the Commissioner of Commerce & Insurance prior to the renewal of their guard registration.

The Contractor may be required to remove from duty any individual for unsafe weapons handling or loss of ammunition.

2.2.5. Secondary Use of Force (Less Than Lethal Force Options) Equipment Requirement. Each security guard must carry the equivalent secondary use of force. Less Than Lethal Force options include, but are not limited to, an expandable baton with a required length of 26 inches and a black holder/holster, and oleoresin capsicum (OC) spray with a black holder/holster. (see paragraph 2.3.3).

Training requirements for Secondary Use of Force (Less than Legal Force) shall be completed in accordance with the requirements listed at the following website: <http://www.tn.gov/regboards/pps/asgoReq.shtml>

The Contractor shall provide the DFC with a copy of the guard's certification(s) for the above listed Less Than Legal Force Options prior to the scheduled orientation and within one (1) week prior to any new security guards assuming a post during the contract period. In the event that the DFC requires additional Less Than Legal Force Options during the contract period, the Contractor shall provide the DFC with the certification(s) within thirty (30) days of the request.

2.3. Contractor Furnished Items. The Contractor shall ensure all contract guards are properly equipped in accordance with the requirements of the solicitation Event/Contract. The equipment shall meet or exceed all minimum standards set by the National Institute of Justice (NIJ). The Contractor shall ensure that the contract security guards are trained and certified in the proper use of any equipment and material item necessary in the performance of duties under this solicitation Event/Contract. All guards must be fully equipped before posting. Unless specifically stated otherwise, each item of guard equipment, secondary use of force equipment, and associated items are to be provided at no additional cost to the Tennessee Military Department on a 1:1 basis (i.e. if there are five (5) guards at each installation, then the Contractor will provide five (5) duty belts, vests, etc., at each installation). Listed below is the NIJ website: <http://www.nij.gov/topics/technology/body-armor/Pages/compliant-ballistic-armor.aspx>

Note: The Contractor shall be responsible for procuring specified individual equipment and uniforms. The Contractor shall not request reimbursement from their guards for the individual equipment and uniforms required under this solicitation Event/Contract.

2.3.1. Uniform Requirements. The Contractor shall provide security guard uniforms properly fitted to the individual guard in accordance with the solicitation Event/Contract. Uniform and patch submission must be approved by DFC or his/her designated military representative prior to purchase. The Contractor shall provide sufficient uniform clothing and footwear for use during local installation inclement weather conditions/extremes. All seasonal uniforms will be identical, except for items that identify rank or position. All security guards on duty will wear uniform seasonal clothing, shoes, and equipment unless specifically stated otherwise, each item of guard equipment, secondary use of force equipment, and associated items are to be provided at no additional cost to the Tennessee Military Department on a 1:1 basis. (i.e. if there are five (5) guards at each installation, then the Contractor will provide five (5) uniforms at each installation). Note: The Contractor shall provide a minimum of three (3) summer and three (3) winter uniforms to each guard.

2.3.1.1. Uniform Specifications. Uniforms shall consist of:

- A) Gray shirt BDU style breast pockets only and one company officer patch on each sleeve.
- B) Gray BDU trousers.
- C) Black pants belt with black subdued color buckle.
- D) Black ball cap with silver/gray company logo.
- E) Gray cloth nametape with black letters worn over the right breast pocket.
- F) Silver company badge worn over the left breast pocket.
- G) Black boots military style combat boots.
- H) Inclement weather uniform (dependent on local installation requirements).
- I) Black bomber jacket with company officer patch on each sleeve.

- J) Black watch cap or balaclava.
- K) Black parka with company officer patch on each sleeve.
- L) Black cold weather coverall.
- M) Black Gortex waterproof parka and pants.
- N) Black Gloves.
- O) Black cold weather boots.
- P) Black rain coat, headgear and footwear.
- Q) Level IIIA Body Armor, Inner or Outer

2.3.2. Badges. The Contractor shall provide contract personnel identification badges to wear while on duty. The badges must withstand inclement weather. The badges shall contain a personal photograph, full name of employee and contractor's company name. The badges shall be worn in a uniform manner on the outermost garment in full view above the waist.

2.3.3. Miscellaneous Equipment Listing. One each of the following items will be provided by the Contractor to each contract security guard prior to the guard reporting for the first day of training/duty. The material shall be law enforcement grade.

- A) Duty Belt - Black nylon webbing belt, 2 1/4 inch wide that will bear the load of handgun, ammunition carrier with ammunition, OC spray with holster and handcuffs with case.
- B) Ammunition Case - Black nylon webbing that will hold one (1) 15 round magazine of 9mm ammunition that fits the 2 1/4 inch duty belt listed above.
- C) Handcuffs - Satin nickel or black finished. Inner perimeter range of 5 3/4 inches by 8 inches, double lock engaging pin, heat treated chain and two keys.
- D) Handcuff Case - Black nylon webbing that will hold the type handcuffs listed above and shall fit the 2 1/4 inches duty belt.
- E) Oleoresin Capsicum (OC) Spray Case - Black nylon webbing that will hold the listed OC spray container. Shall fit the 2 1/4 inches duty belt.
- F) Scabbard for Police Baton - Black, that will hold a 26" expandable police baton and shall fit the 2 1/4 inches duty belt.
- G) Flashlight - Black, Pelican type LED flashlight.
- H) Black nylon webbing flashlight pouch which shall fit the flashlight listed in Item G and shall fit the 2 1/4 inches duty belt.
- I) Reflective Vest - One orange reflective vest with no writing such as security, police, sheriff, etc will be issued to each security guard, to be readily available for periods of reduced visibility/inclement weather, as directed by local installation policy.
- J) Police Baton - Expandable police baton, black with steel shaft, closed length 9 1/2 inches and expands to 26 inches.

K) Oleoresin Capsicum OC Spray - 10% oleoresin capsicum pepper formula. OC unit shall measure 4.36" H x 1.5" D and shall fit the listed OC spray case.

2.3.4. Contractor Vehicle Requirements. The contractor shall provide one four door sedan or sport utility type vehicle at each of the three (3) bases for full contract performance to include shift relief/breaks and patrol duties at the McGhee Tyson ANGB in Knoxville, TN, Berry Field ANGB in Nashville, TN, and Memphis ANGB in Memphis, TN. The vehicles must be sufficient to meet all safety requirements and passenger limitations. The latest vehicle model year allowed is 2013 with a maximum of 35,000 miles. The vehicles will be in good working condition and in proper working order. The Contractor is responsible for washing the vehicle and cleaning the interior weekly. The Contractor will be responsible for all costs associated with cleaning the vehicle. Contractor provided vehicles must be clearly marked with their company logo as such prior to use. Only clearly marked contractor owned or leased vehicles, not "privately owned vehicles" (POVs) owned by individual employees, will be used to perform any required services. The vehicle is also required to have emergency lights, a public address system and siren. The Contractor will conduct routine maintenance and provide fuel for each assigned contract vehicle at the contractor's expense. The estimated mileage per year per vehicle is 20,000 miles.

2.3.5. Weapon Requirements. The Contractor shall provide suitable weapons and ammunition to meet the mission requirements. The Contractor shall provide each security guard and Shift Leader with his or her personally assigned standard 9mm Beretta, Model 92FS Semi-Automatic handgun. The weapons must be serviceable and in good working order. Note: Each individual shall be provided their own weapon: no sharing will be allowed.

2.3.5.1. Use of any privately owned personal weapon or ammunition is prohibited.

2.3.5.2. Contract security personnel shall not carry a concealed weapon on an Air National Guard base even if they are licensed to do so off the base.

2.3.5.3. The Contractor shall ensure that all contract security guards are qualified with their assigned weapon in accordance with TCA §62-35-101. The Contractor shall provide documentation regarding qualification to the DFC. The Contractor shall provide ammunition required for qualification. Note: The Contractor will not be allowed to qualify their guards on state property.

2.3.5.4. Weapons Safe. The Contractor shall be required to provide one (1) lockable safe to store its weapons in at each of the locations listed in paragraph 1.1.

2.3.6. Ammunition Requirements. The Contractor shall provide each security guard with two (2) 15 round magazines of 9mm hollow point ammunition for each assigned 9mm handgun. The ammunition shall be factory load, 115 grain.

2.3.7. Weapons Maintenance. The Contractor shall ensure weapons are serviceable and properly cleaned. The Contractor shall provide written proof to the DFC that all weapons have been inspected and gauged annually by a certified armorer in accordance with manufacturer's specifications.

2.4. State Issued Identification Badge. Each contract security guard is required to obtain a contractor identification badge from the DFC and is responsible for the safeguarding of the badge. Badges that are

lost must be reported immediately to the DFC. The State issued badge shall be at no cost to the Contractor; however, in the event that a guard loses a State issued badge, the Contractor shall be invoiced for the price of the badge. The approximate price for a badge is \$25.00. Note: This is a separate badge from the one identified in paragraph 2.3.2.

Note: All State issued badges and vehicle pass tags will be turned into the DFC upon contract completion.

2.5. Retrieving Identification Media. The Contractor shall retrieve and return to host unit all identification media, including vehicle decals, badges, etc., from contract employees that depart for any reason before the contract expires and upon termination of the contract.

2.6. Listing of Employees. The Contractor shall maintain a current listing of employees, which must include the employee's full name, date of birth, and level of security clearance (if applicable). The list shall be validated and signed by a company management official and provided to the DFC or his/her designated representative prior to the contract start date. Updated listings shall be provided when any employee's status or information changes.

2.7. Reporting Requirements. The Contractor shall report to the DFC or his/her designated representative any information or circumstances of which they are aware that may pose a threat to the security or safety of DOD personnel, contractor personnel, resources, and classified and unclassified defense information.

2.8. Incident Reporting. The Contractor shall immediately report all incidents to the DFC or his/her designated military representative all incidents including, but not limited to, weapons discharge, breach of security, accidents, procedural violations, injury to persons or property with the exception of the Military Department General Counsel. The Contractor and all employees shall not discuss or provide any information concerning any incident with any other private, civil or Tennessee Military Department Organizations without permission of the DFC and the Contract Administrator.

2.9. Testifying Responsibilities. The Contractor is required to fully cooperate if called upon to testify or submit a statement in any related court or legal proceeding; however, any such requested or required testimony will be noticed to the Tennessee Military Department General Counsel. Contractor employees called upon to testify will do so in duty status. Costs associated with this task shall be paid by the State on the hourly contract basis as bid in this solicitation Event. Replacements must be provided for guards who testify in duty status to ensure all posts are fully manned at all times.

2.10. Physical Security Work Areas. Contract employees shall comply with installation operations plans/instructions for force protection condition procedures, random antiterrorism (RAMS), and local search/identification requirements. The Contractor shall safeguard all Tennessee Military Department property.

2.11. Duty/Work Areas. The Contractor shall adhere to local installation procedures for entry to areas where contractor personnel will work.

2.12. Contractor Personnel Background Checks. The Contractor shall be responsible for obtaining the following employment background checks listed in paragraph 2.12.1 and 2.12.2 and they will be conducted and completed for all contractor personnel performing services under this contract at no additional cost to the State. The Contractor shall be required to provide the background checks to the

DFC prior to orientation for all of the Contractors employees who will be performing duties on the contract. The Contractor shall provide the background checks to the DFC prior to any new personnel that will be performing services on the contract prior to the person being approved to perform duties on the contract. Further, all contractor personnel are subject to periodic background checks throughout the duration of the contract, at the discretion of the DFC and at no additional cost to the State.

2.12.1. Wants and Warrants Investigations. The Contractor shall perform and provide a pre-employment wants and warrants investigation on each individual to the extent required for State Armed Guards licensed in the State of Tennessee at no cost to the State. Investigations shall include, at a minimum, employment history, verification checks of conviction records, ongoing criminal charges, credit check, driving record, and proof of possession of a valid driver's license. The Contractor is responsible for pre-employment background investigation costs. The Contractor shall provide all investigation results to the DFC or his/her designated representative.

2.12.2. NAC and NCIC Requirements. The Contractor shall ensure compliance with the United States Office of Personnel Management, Federal Investigative Services (OPM-FIS) regarding Special Agreement Checks (SAC's) and Reimbursable Suitability/Security Investigation (RSI) products for the NCIC and NAC requirements. A NAC stands for National Agency Check and a NCIC is the National Crime Information Center (FBI). These are basic background checks required to ensure the applicant/guard has no derogatory background information in the United States. For more information please go to the following website: <http://www.opm.gov>

2.13. General Information:

2.13.1. Place of Performance/Hours of Operations (Shifts). The Contractor shall support the DFC at each designated base. The shift start/stop times will be determined by the DFC or his/her designated military representative, in conjunction with the solicitation Event/Contract requirements. It is recommended that contract security personnel not exceed forty (40) hours per week to include related Post-Associated Time (PAT). PAT is defined as time required for weapons/equipment issue and turn-in, pre-shift briefings (Guardmount) and transit time to post. PAT is estimated to be thirty (30) minutes prior to each shift. Contract guards will stand Guardmount pre-shift briefings along with the DFC designated personnel. The time for PAT will be invoiced based on the sign-in and sign-out sheet. Contract personnel shall be required to be at their assigned posts, with all equipment, at the time their shift is to start.

2.13.1.1. Weekly Written Schedule. A weekly written schedule must be provided to the DFC or his/her designated representative at least three (3) calendar days before the beginning of each workweek. Any changes must be coordinated in writing with the DFC operations officer/superintendent on a daily basis.

2.13.1.2. Duty Time: Normally contract security personnel shall not perform any duty in excess of twelve (12) hours to include PAT and must have at least eight (8) hours rest between shifts. The consumption/intake of alcoholic beverages or other substances that would impair/alter judgment or performance is prohibited eight (8) hours prior to a scheduled shift.

2.13.1.3. Right to Increase/Decrease Personnel Per Hour or Hours. At any time during the performance of this contract, the Tennessee Military Department reserves the right to increase or decrease Security Guard personnel based upon the availability of SCA (Security Cooperative Agreement) fund.

Additionally, the Tennessee Military Department reserves the right to add or remove additional guards and service as circumstances warrant and at the "cost per hour" as bid.

2.13.2. Privacy Act. Work on this Contract may require that personnel have access to privacy information. Contract personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552A and applicable rules and regulations and where applicable and shall also adhere to the Tennessee Public Records Act, Tennessee Code Annotated §§ 10-7-501 et seq. Contractor will consult with the Tennessee Military General Counsel.

2.13.3. Minimum Guard Requirements. Contractor guards shall meet all pre-employment requirements prior to assuming government posting duties. The security guard shall have obtained his/her armed security guard license in accordance with the requirements of the State of Tennessee, Department of Commerce & Insurance. For more information, please go to the following website: <http://www.tn.gov/regboards/pps/asgoReqs.shtml>. In addition, the Contractor shall ensure that the armed security guard meets the following qualifications:

- A) Have at least one (1) year experience as a military or civilian security officer, or a certified police officer.
- B) Read, write and understand English. Speak clear and distinct English, such that they can be readily understood over a telephone.
- C) Security guards assigned to work this contract agreement shall possess good communication skills, be literate in English to the extent of reading and understanding printed regulations, written orders, training instructions and materials and be able to complete accurate reports as required.
- D) Guards shall possess binocular vision correctable to 30/30 (Snellen), and be free of color blindness and be able to hear ordinary conversation at fifteen (15) feet with or without benefit of a hearing aid.
- E) The Contractor is responsible for ensuring that its contract employees are drug free and remain drug free for the duration of the contract period. The State reserves the right to request proof of any guard being drug free at any time during the contract period.
- F) Possess good judgment, alertness, tact, and an even temperament.
- G) Possess the capacity to acquire good working knowledge of guard requirements and training; be proficient in the reading and comprehensive understanding of regulations, detailed written orders, and training materials; be able to compose reports which convey factual information; and be trainable to operate telephone and radio communications equipment.
- H) Be a high school graduate or possess a graduate equivalency degree (GED).
- I) Possess a valid driver's license.
- J) Possess a state-issued TN Armed Security Guard license or a conditional license* in accordance with current State statutes. *The Contractor shall be required to have a minimum of

seventy-five percent (75%) licensed guards and can have up to twenty-five percent (25%) conditionally licensed guards.

K) No recorded evidence of any personality disorders.

2.13.4. Security Guard's Standards of Appearance.

A) Contractor employees' appearance will be neat, fit, well groomed, and present a professional military image. Employees may not have any intentional body alteration/ modification that result in a visible, physical effect that detracts from a professional military image. Employees may not have visible tattoos that are obscene, gang affiliated, advocate sexual, racial, ethnic, or religious discrimination or are of an unprofessional nature. Employees may not have any visible brands.

B) Employees are prohibited from attaching, affixing, or displaying (body piercing) objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, or any exposed body part. Exception: Women may wear one matching pair of earrings: one small conservative earring per earlobe that fit tightly without extending below the earlobe.

C) The Contractor shall coordinate with the local DFC leadership to determine what presents a professional military image.

D) Contract guards will wear uniform work clothing with Contractor insignia clearly displayed on the outer uniform garment, above the waist. Unauthorized insignia or accoutrements will not be worn with or on uniform work clothing. Uniform work clothing will be clean and in well-pressed condition at all times. Footwear will be polished at all times.

E) All guards assigned by the Contractor shall be presented to the DFC or his/her military representative prior to being assigned any post. The Contractor shall coordinate with the DFC for a mutually agreed upon date and time for the presentation. The purpose of such presentation is to allow an opportunity to concur with the assignment of any person that the Contractor may present. When arriving for such presentation, the security officer candidate shall be in uniform identical to the regular shift assignment. The DFC or his/ her military representative specifically reserves the right to approve or disapprove any person being assigned to a post, prior to assignment to any post.

2.13.5. Security Guard Mental Demands. The Contractor shall ensure that contract security personnel are mentally alert at all times and able of taking prompt efficient action to mitigate emergency situations such as fire, attempted theft, espionage, sabotage and other acts detrimental to safeguarding Tennessee Military Department personnel and property.

2.13.6. Security Guard Physical Demands/Requirements. Contract employees are expected to perform the following functions in the performance of their assigned duties: frequent and prolonged walking, standing, sitting, stooping, climbing, crawling, jumping, occasional running or sprinting, and subduing and detaining violent or potentially violent individuals. The Contractor employees shall perform all duties without regard to any physical limitations that would preclude full performance of duty. Physical stamina and strength in all of its forms (endurance, temperature/climate, stress, etc) is a basic requirement

of this position. Individuals not meeting the physical requirements of their assigned position will be removed upon the DFC request.

2.13.7. Medical/Psychological Examinations. The Contractor shall ensure that all security personnel are free from any conditions that would interfere with the full performance of duties.

2.14. **Special Provisions:**

2.14.1. Temporary Removal of Guard Personnel. The DFC or his/her representative may request the Contractor to temporarily remove any security guard posing an imminent threat to the safety of personnel or Tennessee Military Department resources immediately. The temporary removal will last until the incident prompting removal has been resolved to the satisfaction of the Tennessee Military Department. Once the incident has been resolved, the individual will either be allowed to return to work on the contract or permanently removed from performance on the contract in accordance with paragraph 2.14.2 below as the Tennessee Military Department deems appropriate. Temporary removal of guard personnel does not relieve the Contractor of any performance requirements or create an entitlement to an equitable adjustment. Note: The removed contract security guard must be replaced with a fully trained, qualified and licensed replacement guard within four (4) hours of removal.

2.14.2. Permanent Removal of Guard Personnel. The Tennessee Military Department reserves the right to request the Contractor to permanently exclude any individual from performance under this contract whose performance does not meet the standards or fails to pass a background check under solicitation Event/Contract paragraph 2.12. Such failure includes, but is not limited to, unsatisfactory performance, falsifying reports or statements; mishandling weapons; loss, destruction, or irresponsible use of government equipment; failing a drug screening, or other criteria identified in this solicitation Event/Contract. When so instructed, the Contractor shall immediately remove such individual in accordance with the DFC instructions. Permanent removal of guard(s) does not relieve the contractor of any performance requirements or create an entitlement to an equitable adjustment. The Contractor shall not, without the DFC or his/her military representative approval, reinstate on this contract any guard who has been permanently removed.

2.14.3. Site Manager Requirements. Site Managers must meet all requirements for contract guards; have at least 5-years experience directly related to military security and/or law enforcement operations. Site Managers shall have experience supervising large diverse groups of people. Site Manager shall act as the local point of contact for the Contractor at the assigned installation and must have prior administrative and supervisory experience in managing a complex security or law enforcement operation.

2.14.3.1. The Contractor shall coordinate with DFC or his/her military representative as to the appropriate attire for the site managers.

2.14.3.2. Site Manager duties shall include, but not be limited to, the following:

A) Responsible for ensuring that the security services are provided in accordance with the contract.

B) Relate to state and military employees in a positive and courteous manner when questions are asked and cooperate with the DFC or his/her representative to resolve issues and obtain instructions and answers to questions as necessary.

C) Review State provided log sheets and sign-in/sign-out sheets. Coordinate with shift leaders on any special assignments/duties. Provide copies of log sheets and sign-in/sign-out sheets to the DFC or his/her representative on a daily basis, Monday through Friday. Weekend and State holiday logs will be provided on the next business day.

D) Attend informal meetings with the DFC or his/her representative to discuss and exchange information relating to the facilities. The Site Manager will coordinate meeting dates and times with the DFC or his/her representative.

E) The Site Manager shall have a contractor provided cell phone at all times and respond to any calls within 30 minutes maximum.

2.14.4. Shift Leader Requirements. The Shift Leader must meet all requirements for contract guards, plus have three (3) years experience directly related to military security and/or law enforcement operations.

2.14.4.1. The Contractor shall designate a Shift Leader for contract security personnel for each duty shift in which personnel are performing. The Shift Leader shall work closely with the DFC or his/her military representative and shall respond immediately to any operational need.

2.14.4.2. The Shift Leader shall ensure that all employees are dressed and equipped according to the specifications, are briefed on daily passed on information, are posted and relieved appropriately, are well-versed in their duties, and are fit for duty.

2.14.4.3. Shift Leaders will wear the same uniform that is required for the contract security guards.

2.14.4.4. Shift Leader duties shall include, but not be limited to, the following:

A) Responsible for ensuring that the post is properly secure and maintained in accordance with the contract for the specified period of time.

B) Upon arrival for duty, read all shift logs from the proceeding shift or shifts, and record any incident requiring investigation/scrutiny. This should be done as soon as possible after arrival.

C) Provide copies of State provided log sheets and sign-in/sign-out sheets to the Site Manager or other military representative as directed.

D) Monitor guards to ensure that only State business is being conducted while they are on duty. Guards are not to conduct personal business or vendor business that does not relate to the State contract. The State will not pay for any costs that may be the result of the contractor personnel conducting other than State business.

E) Fill any vacant posts either with substitute personnel approved by the DFC or his/her representative or by the Shift Leader.

1) When the Shift Leader fills a security guard's post is shall not to exceed two (2) hours per shift unless approved the DFC or his/her representative. The Contractor shall invoice at the guard hourly rate.

2) The Contactor may allow personnel designated as Shift Leaders to work as guards during times not assigned as Shift Leaders. The Contractor shall invoice at the guard hourly rate.

F) The Shift Leaders shall have a contractor provided cell phone at all times and respond to any calls within one (1) hour maximum while off duty and immediately while on duty.

2.14.5. Guard Personnel Records. A copy of all records for each contract security guard, Shift Leader, and Site Manager working at the installation shall be provided to the DFC upon request. These records shall be available for inspection by the Tennessee Military Department to ensure compliance with the solicitation Event/Contract. The Contractor shall provide a copy of each record to the Training Section of the DFC squadron. Records include but are not limited to, State training completion, State license, weapons and training certifications for each employee, documented proof of completed local background investigation and other training documents.

3.0. **Military and Contractor Requirements:**

3.1. Land Mobile Radios (LMR) - State Provided. The LMR equipment will be provided by the DFC.

3.2. Office Space - State Provided. The Tennessee Military Department will provide the Site Manager office space and furnishings with a telephone. Telephone access shall be for the local area only.

3.3. Computer - Contractor Provided. The Contractor is responsible for providing a computer and all peripheral computer equipment and supplies for each site. If the installation provides LAN access, the Contractor shall be required to comply with installation computer security requirements when accessing the Tennessee Military Department's LAN.

3.4. Duty Equipment Storage - State Provided. Military local units will furnish storage space for duty equipment and Contractor's weapons safe.

3.5. Parking Space for Contractor's Vehicles - State Provided. Military local units will provide parking space for Contractor's security vehicle(s).

Unit of Measure: HR - Price Per Hour

Military Department Point of Contact:

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